

**CARLSBAD CITY LIBRARY**  
**LIBRARY LEARNING CENTER**  
3368 Eureka Place, Carlsbad CA 92008  
40E-2009-04

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**POSITION:** Substitute Library Technician

**LOCATION/DIVISION:** Carlsbad City Library – Learning Center

**HOURS:** Varied schedule up to 19 hours per week, including evenings and weekends

**SALARY RANGE:** Starting at \$14.75 per hour

**DUTIES & RESPONSIBILITIES:**

Duties include but are not limited to:

Register patrons, check library materials in and out, answer reference questions in person and over the telephone, collect fees, and replace materials on shelves. Assist the public in English and Spanish to find information and library materials. Refer individuals to other community agencies when needed. Assist with children's programming and assist children using the computers. Participate in library outreach activities at schools and community events.

**IDEAL CANDIDATE:**

Excellent customer service skills. Oral and written fluency in English and Spanish. Knowledge of basic library methods and procedures. Basic computer skills using Microsoft Office, the Internet and library computer catalogs.

**SELECTION PROCEDURE – Applicants must complete a City of Carlsbad Application for Employment and a Carlsbad City Library Supplemental Application for Part-time Employment. Applicants will be notified only if selected for an interview.**

**CLOSING DATE:** Open until filled, first review 5/18/2009

**SEND COMPLETED APPLICATION TO:** Carlsbad City Library Learning Center  
Attn. Lizeth Simonson  
3368 Eureka Place  
Carlsbad, CA 92008

# CARLSBAD CITY LIBRARY

## SUPPLEMENTAL APPLICATION FOR PART-TIME EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I am available to work the following days of the week/times of day-evening:

Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_  
Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_  
Friday \_\_\_\_\_  
Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_

I am available to work beginning: \_\_\_\_\_

I am interested in working at the following locations: (check all that apply)

*Please note: work shifts often begin or end before/after hours of operation indicated below.*

\_\_\_\_\_ CARLSBAD CITY LIBRARY  
1775 Dove Lane

Hours of operation:

Monday – Thursday 9AM to 9PM

Friday – Saturday 9AM to 5PM

Sunday 1PM to 5PM

\_\_\_\_\_ GEORGINA COLE LIBRARY  
1250 Carlsbad Village Drive

Hours of operation:

Monday – Thursday 9AM to 9PM

Friday – Saturday 9AM to 5PM

Sunday 1PM to 5PM

\_\_\_\_\_ LIBRARY LEARNING CENTER  
3368 Eureka Place

Hours of operation:

Monday – Thursday 11AM to 6PM

Friday 11AM to 5PM

*LITERACY SERVICES:*

*ADDITIONAL MORNING AND EVENING HOURS*

*Saturday & Sunday closed*

I am interested in working in the following service areas of the Library: (check all that apply).

\_\_\_\_\_ Library Administration

\_\_\_\_\_ Children's Services

\_\_\_\_\_ Circulation Services

\_\_\_\_\_ Collection Development

\_\_\_\_\_ Genealogy

\_\_\_\_\_ Local History Room

\_\_\_\_\_ Media Services

\_\_\_\_\_ Programs

\_\_\_\_\_ Reference/Information Services

\_\_\_\_\_ Technical Services